ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1900.47A

1/14/97

SUBJ: **AIR TRAFFIC SERVICES CONTINGENCY PLAN**

1. **PURPOSE.** This order establishes a framework and requirements for developing, coordinating, maintaining, revising, and activating contingency plans for air traffic control (ATC) facilities.

2. **DISTRIBUTION.** This order is distributed to branch level Air Traffic (AT) and Airways Facilities (AF) Washington Headquarters; branch level AT and AF regional offices; the Emergency Operations Staff; Operations Center, and all AT and AF field offices.

3. **CANCELLATION.** Order 1900.47, Air Traffic Contingency Plan, dated January 18, 1996, is canceled.

4. **EFFECTIVE DATE.** March 20, 1997.

5. **SCOPE.** The purpose of a contingency plan is to mitigate impact to the National Airspace System (NAS) in the event of loss of ability to provide ATC services. AT and AF shall jointly develop and maintain contingency plans for all Federal Aviation Administration (FAA) ATC facilities. Air Traffic Services (ATS) contingency plans shall be developed under the assumption the facility will or may be incapacitated. In the event the facility becomes incapacitated, all affected airspace must be assumed by other facilities. ATC services, to the extent possible, must be assumed by other facilities. This order discusses operational capability levels that would trigger the execution of contingency activities. It is clearly impossible to list or describe each and every scenario that would classify as a trigger. Nothing in this order should be construed as relieving facility managers of the responsibility to have procedures in place to respond to the wide variety of events that may derogate the capability to provide ATC services.

6. **DEFINITIONS.** As used in this order, the following have the meanings indicated:

a. Contingency Plan. Document describing administrative, operational, and other general responsibilities and data of a parent facility and its support facility(s). It includes Parent Facility Authority, Support Facility(s) Authority, Parent Facility Procedures, Support Facility(s) Procedures and Attachments.

b. Parent Facility. Facility for which a contingency plan is developed. A facility can only be parent to one contingency plan, its own.

c. Support Facility. Any facility which participates in the contingency plan of a parent facility. A facility can be a support facility for many contingency plans.

d. Parent Facility Authority. Document describing internal administrative and other general responsibilities of the parent facility.

e. Support Facility Authority. Document describing the agreement between parent facility and support facility concerning administrative and other general responsibilities.

f. Parent Facility Procedures. Documents describing operational requirements for the parent facility.

g. Support Facility Procedures. Documents describing operational requirements for the support facility.

h. Automated Contingency Tool (ACT). Relational database, communications software, applications, and associated hardware used to collect, organize, maintain, display and distribute contingency plans of ATC

facilities. See Appendix 1, Automated Contingency Tool Requirements and Appendix 3, Automated Contingency Tool Reports and Forms.

i. Trigger. A defined event or series of events that leads to a loss of ATC services, requiring declaration of an Operational Capability Level (OCL).

j. Operational Capability Level (OCL). Reduced level of ATC service a facility can provide, requiring activation of a contingency plan.

k. ATC ALERT. A precautionary, proactive measure used to identify periods of increased operational risk that may affect a facility's ability to provide normal ATC services. ATC service capability derogation is possible, has occurred, or is occurring.

l. Map of Assets. Graphical representation of frequency service volumes (i.e., air-to-ground communications) and adapted radar coverage.

m. Airspace Divestment Chart. Graphical depiction of airspace delegation derived from Maps of Assets of parent and support facilities.

n. AT and AF Regional Administrative Points of Contact (POC's). POC's for regional ACT administrative matters.

o. AT and AF Facility Administrative POC's. POC's for facility ACT administrative matters.

p. Facility AT Operational POC. Person who has operational responsibility for the control room.

q. Air Traffic Control System Command Center (ATCSCC). A facility located in Herndon, Virginia, comprised of Tactical Operations Division (ATO-200), National Operations Division (AOP-100) and the Flight Inspection Liaison Office (AVN-50), providing national AF and AT POC's. National repository for ATS contingency plans.

r. ACT Control Team. The group of AT and AF representatives who determine design control of the ACT. ACT shall not be modified without formal approval of the ACT Control Team.

s. Design Control. Process of determining components of the ACT and ensuring the ACT meets requirements of this order.

t. ACT User's Guide. A manual that explains how to use the ACT.

7. RESPONSIBILITIES.

a. Air Traffic Operations Program (ATO) shall:

(1) Share responsibility with NAS Operations Program (AOP) to direct and support development, implementation and quality control of ATS contingency plans.

(2) Ensure all inter-regional airspace delegation disputes are resolved.

b. Tactical Operations Division (ATO-200) shall:

(1) Serve as the National AT focal point for coordination and participation in exercises, and execution of ATS contingency plans for Air Route Traffic Control Centers (ARTCC's), Center Radar Approach Controls (CERAP's), Level V, and regionally specified Level IV facilities.

(2) Under certain circumstances as prescribed in this order, activate a facility's contingency plan.

(3) Serve as national repository for ATS contingency plans.

(4) Share responsibility with AOP-100 in directing implementation and maintenance of the ACT platform.

(5) Notify system users, as necessary, when advised an ATS contingency plan has been activated.

c. NAS Operations Program (AOP) shall share responsibility with ATO to direct and support development, implementation, and quality control of ATS contingency plans.

d. National Operations Division (AOP-100) shall:

(1) Serve as the national AF focal point for Maintenance Control Centers (MCC) in exercises and execution of ATS contingency plans for ARTCC's, CERAP's, Level V, and regionally specified Level IV facilities.

(2) Share responsibility with ATO-200 in directing implementation and maintenance of the ACT platform.

e. Aviation System Standards (AVN) shall respond expeditiously to support restoration of critical ATC services in accordance with Order 8200.1, United States Standard Flight Inspection Manual.

f. Regional AT Division (AXX-500) shall:

(1) Coordinate with AF in development, maintenance, and execution of contingency plans.

(2) Designate a regional point of contact (POC).

(3) Serve as regional repository for ATS contingency plans.

(4) Ensure all ATC facilities have viable contingency plans.

(5) Provide regional oversight and review of contingency plans.

(6) Identify, with ATO-200, Level IV facilities that may require direct coordination with the ATCSCC.

(7) Ensure development and input of information contained in the regional ACT database.

(8) Manage and maintain the ACT.

g. Regional AF Division (AXX-400) shall:

(1) Coordinate with AT in development, maintenance, and execution of contingency plans.

(2) Designate MCC as Office of Primary Interest (OPI) for AF coordination. Ensure MCC is an active partner/participant in contingency plan activation and exercises.

(3) Designate a regional POC.

h. AT and AF Regional Administrative POC's shall:

(1) Serve as liaison between the ACT Control Team and field facilities within their regions.

(2) Collect and submit suggestions and recommendations to the National ACT POC's.

(3) Distribute revisions of ACT software and ACT User's Guide to field facilities within their regions.

(4) Serve as regional focal point for coordinating acquisitions of components of the ACT for facilities within their region.

(5) Serve as regional focal point for training issues involving use of the ACT and administration of facility contingency plans.

(6) Ensure facility contingency plan data is maintained in the ACT.

i. AF and AT Facility Managers shall:

(1) Develop, maintain and execute contingency plans, following concepts and formats prescribed, to meet requirements of the ATS Contingency Plan process as specified in this order.

(2) Designate OPI, Administrative POC's, and AT Operational POC.

(3) Advise Facility Administrative POC of any permanent change of assets.

(4) Implement provisions of Facility Authorities, Procedures, and Attachments as a support facility.

(5) Ensure Parent and Support Facility Procedures agreed upon in contingency plans are compatible and do not conflict with other procedures.

(6) Ensure Parent Facility Procedures and Support Facility Procedures are readily accessible to the facility operational POC.

(7) Ensure all changes to Parent Facility contingency plan are coordinated with support facilities and a mutually agreed upon date of implementation is accomplished.

(8) Review Lessons Learned Reports and order interpretations. Disseminate information to employees, as appropriate.

(9) Designate the ATCSCC a support facility for ARTCC's, CERAP's, Level V, and regionally designated Level IV facilities.

j. AT and AF Facility Administrative POC's shall:

(1) Serve as focal point for administrative matters such as forwarding questions, comments, and suggestions concerning the ACT to their Regional Administrative POC's.

(2) Ensure facility contingency plan data is accurate.

k. Facility AT Operational POC shall:

(1) Serve as the focal point for the decision to declare an OCL.

(2) Decide when to declare their parent facility operationally recovered.

8. FRAMEWORK.

a. Documentation. Implementation of the contingency plan process described in this order requires an understanding of framework used in documentation. Relationship of these documents is shown in the following:

(1) The Parent Facility Contingency Plan includes Parent Facility Authority, Support Facility(s) Authority, Parent Facility Procedures, Support Facility(s) Procedures and attachments.

(2) Parent Facility Authority and Support Facility Authority describe administrative and other general responsibilities of parent and support facilities.

(a) Parent Facility Authority is an internal document signed by the AT and AF Managers from that facility. A contingency plan has only one Parent Facility Authority.

(b) Support Facility Authority is an agreement between the parent and a support facility. It is signed by the AT and AF Managers from both facilities. A contingency plan may have many Support Facility Authorities.

(3) The Parent Facility Procedures and Support Facility Procedures are documents which describe operational requirements for each facility and contain OCL description, trigger listing, support facilities and check list. Parent Facility Procedures will also contain operational requirements to follow during ATC ALERT status.

NOTE: Support Facility Authority and Procedures may serve as a stand alone agreement between a parent facility and a non-FAA support facility.

(4) Each procedures document has attachments containing pertinent administrative and operational data needed to activate the contingency plan. Attachments include:

(a) Map of Assets.

(b) Data Tables.

1 Telephone data.

2 Frequency data.

3 Radar site data.

4 Administrative data.

(c) Airspace Divestment Chart.

NOTE: Further description of documentation and its format are contained in Appendix 2, Contingency Plan Development Manual.

b. ATC ALERT. Facilities shall ensure procedures include actions to follow during an ATC ALERT status. The following are examples of conditions under which an ATC ALERT status may be declared:

(1) Capital Investment Plan (CIP). AF shall coordinate CIP activities with AT to ensure transition plans identify critical junctures. Coordination shall occur prior to equipment delivery or implementation/modernization activity. Procedures shall be determined when AF and AT facility managers have been notified of a CIP transition plan and agree that the event may cause the facility to suffer a loss of ATC services.

(2) Environmental. Loss of heating, ventilation, and air conditioning (HVAC) or other environmental equipment for an extended period of time.

(3) Other. Natural disasters (e.g. flooding, hurricane warning, tornado warning, etc.) or other imminent threats or conditions that reduce or may reduce a facility's ability to provide normal ATC services.

c. OCL's. OCL's authorized at any ATC facility are limited to the following:

(1) ATC ZERO - Facility is unable to provide ATC services.

(2) VFR TOWER - Facility is only able to provide VFR Tower services.

d. Triggers. The parent facility will determine specific occurrences or equipment failures (thresholds) that fit the category of any particular trigger. Reaching this trigger threshold would cause declaration of a particular OCL. Once an OCL is declared, the contingency plan shall be activated. There are six categories of triggers:

(1) Power. (e.g., loss of critical power)

(2) Frequency. (e.g., loss of air/ground communications)

(3) Telephony (e.g., loss of ground/ground communications)

(4) Staffing. (e.g., significant loss of staffing)

(5) Automation. (e.g., loss of NAS automation or radar capabilities)

(6) Evacuation. (e.g., evacuation of facility)

9. PROCEDURES.

a. Activating Contingency Plans. When trigger thresholds are met, the parent facility shall declare the corresponding OCL and activate the contingency plan. AT operational POC shall use Parent Facility Procedures in activating the plan. When control of airspace has been stabilized, the parent facility shall report this to ATCSCC. Any support facility, suspecting a possible parent facility event, shall attempt to contact the parent facility to confirm the OCL. If attempts to contact the parent facility are unsuccessful, contact ATCSCC. ATCSCC shall confirm the OCL. If unable to confirm the OCL of the parent facility, ATCSCC shall, when necessary, coordinate with appropriate overlying facility and activate the Parent Facility's Contingency Plan. When control of airspace has been stabilized, support facility(s) shall report this to ATCSCC.

(1) Parent Facility. Facility AT operational POC shall activate the contingency plan.

(2) Support Facility. When notified by parent facility or ATCSCC that a contingency plan has been activated, AT and AF personnel shall immediately assume their responsibilities as specified in that plan.

b. Returning to Normal Operations. Decision to declare a parent facility operationally recovered resides with the parent facility's AT operational POC after collaboration with appropriate AF representative. POC's shall use Parent Facility Procedures in returning to normal operations. Support facilities and ATCSCC shall be kept informed as to status of the recovery effort and will assist in that effort.

c. Post Event Analysis. A lessons learned report shall be prepared by parent facility AT and AF administrative POC's utilizing the ACT. Instructions for completing report are in ACT User's Guide. Lessons learned will be shared with other facilities via the ACT to allow them opportunity to refine their own plans.

(1) Within 1 week, or as soon as practicable after returning to normal operations, each involved facility shall conduct a review of contingency plan trigger(s), activation, transition, and recovery, to assess effectiveness of the plan.

(2) Within 2 weeks after returning to normal operations, parent and support facilities shall meet and/or conference in order to discuss effectiveness of the plan. Identify procedures requiring modification.

(3) Within 3 weeks after returning to normal operations, a comprehensive lessons learned report shall be forwarded to regional POC's.

d. Status Review and Update.

(1) Parent facilities shall review the viability of their contingency plan annually, by December 1.

(2) Regional POC's shall ensure that annual reviews are conducted. Information shall be forwarded to ATCSCC by December 31 via the ACT.

(3) ATO/AOP will compile a report from information in the ACT by February 15 of each year and provide a national contingency plan status briefing to the Program Director for Air Traffic Operations (ATO-1), Director of Air Traffic (AAT-1), Program Director of NAS Operations (AOP-1), and Director of Airway Facilities Service, (AAF-1).

10. PROFICIENCY TRAINING AND EXERCISES. AT and AF shall coordinate and plan exercises together. Support facilities shall be included in coordination and execution of exercises. ATCSCC shall participate in ARTCC, CERAP, Level V, and regionally specified Level IV facilities' exercises. Exercises shall be conducted with as much detail as possible without adverse impact to the NAS. Facilities shall advise the regional administrative POC's of exercise dates. Exercises will be tracked by administrative POC's via entries in the ACT.

a. Frequency.

(1) Each parent facility shall conduct an annual exercise. Any significant change(s) to the plan requires the plan be exercised as soon as possible following the change(s). This interim exercise or actual contingency plan implementation will satisfy the annual exercise requirement.

(2) AT and AF supervisors and operational managers shall maintain a working knowledge of contingency plans within which they have a role. AT Controllers and AF System Specialists shall be briefed as to their specific responsibilities. An initial briefing and quarterly proficiency training shall be conducted.

NOTE: Unscheduled contingency plan exercises will be conducted by designated ATS personnel.

b. Reviews. Following an exercise, each facility shall review their performance and prepare a lessons learned report. Any areas (e.g., operational procedures, training. personnel performance and/or equipment) identified as needing improvement shall be addressed. This can be accomplished either through additional training, practice, modifying the plan, or requirement submission into the budget process. Identified training needs and/or improvements shall be summarized, forwarded and discussed with the appropriate headquarters AT/AF training offices for action.

c. Documentation. Initial briefings to AT personnel on their responsibilities, in all plans to which the facility is a signatory, shall be documented in personnel training records. There is no requirement for documenting individual specialist participation in annual exercises.

11. AUTHORITY TO CHANGE THIS ORDER. Authority to change this order has been delegated to ATO-1 and AOP-1. No changes shall be made without concurrence of both ATO-1 and AOP-1.

Darlene M. Freeman
Acting Associate Administrator for
Air Traffic Services

APPENDIX 1. AUTOMATED CONTINGENCY TOOL REQUIREMENTS

Automated Contingency Tool (ACT) is the relational database and communication software, applications, and associated hardware used to collect, organize, develop, maintain, display, and distribute the contingency plans of air traffic control facilities.

- **Physical Assets**. ACT shall store and present data pertaining to physical assets of participating facilities:

  Ground/ground (telephony) assets.

  Air/ground (communication frequency and service volumes) assets.

  Automation assets.

  List of support facilities.

  Radar assets, coverage and sort boxes.

  User contacts.

  Pertinent NAS facilities.

- **Procedures**. ACT shall store and present data pertaining to procedures of participating FAA facilities and cooperating non-FAA facilities.

  Trigger categories and definitions.

  Notification telephone numbers.

  Checklist of ATC ALERT procedures.

  Checklist of OCL procedures.

  Steps for support facilities to assume control of airspace.

  Steps for parent facilities to resume control of airspace.

  Common information and/or procedures relative to an OCL declaration.

- **Lessons Learned**. ACT shall provide means to collect, store, and disseminate lessons learned.
- **Interpretations**. ACT shall provide means to collect, store, and disseminate interpretations of this order.
- **Exercises**. ACT shall provide means to track performance of field facilities in meeting exercise requirements of this order.
- **Communication of Data**. Intranet capability within the ACT shall provide for exchange of data.
- **Backups**. ACT shall provide means to backup data.
- **Compatibility**. Relational database shall be backwards compatible with existing or established ACT databases.

Security of Information. ACT shall provide means of security for contingency plan information, classified as For Official Use Only.

ACT Control Team

ACT design control is the joint responsibility of AT and AF members of the ACT Control Team. ACT *shall not* be modified without formal approval of this team.

- **Eight positions comprise the ACT Control Team:**

  Two National ACT Points of Contact (POC's): Co-chairpersons of the ACT Control Team, one from AOP-100 and one from ATO-200.

  Three AT and three AF regional representatives, selected by the National ACT POC's.

- **National ACT POC's shall:**

  Collect and maintain suggestions from regional ACT Control Team POC's for possible revisions to the ACT.

  Organize and facilitate regularly scheduled telephone conferences with regional ACT Control Team POC's. Appropriate records should be kept.

  Organize, facilitate, and document meetings of the ACT Control Team.

  Ensure ACT User's Guide is matched to configuration of the ACT and its requirements.

- **ACT Control Team shall:**

  Determine software used for the ACT.

  Determine structure of database.

  Determine intranet platform of the ACT. (Intranet is the FAA communications platform for interfacility/inter-regional data exchange).

  Schedule revisions for the ACT.

  Update ACT User's Guide.

  Recommend budget items to support the ACT nationally.

APPENDIX 2. CONTINGENCY PLAN DEVELOPMENT MANUAL

Purpose

This manual establishes guidelines for developing contingency plans using the Automated Contingency Tool (ACT).

Conceptual Overview

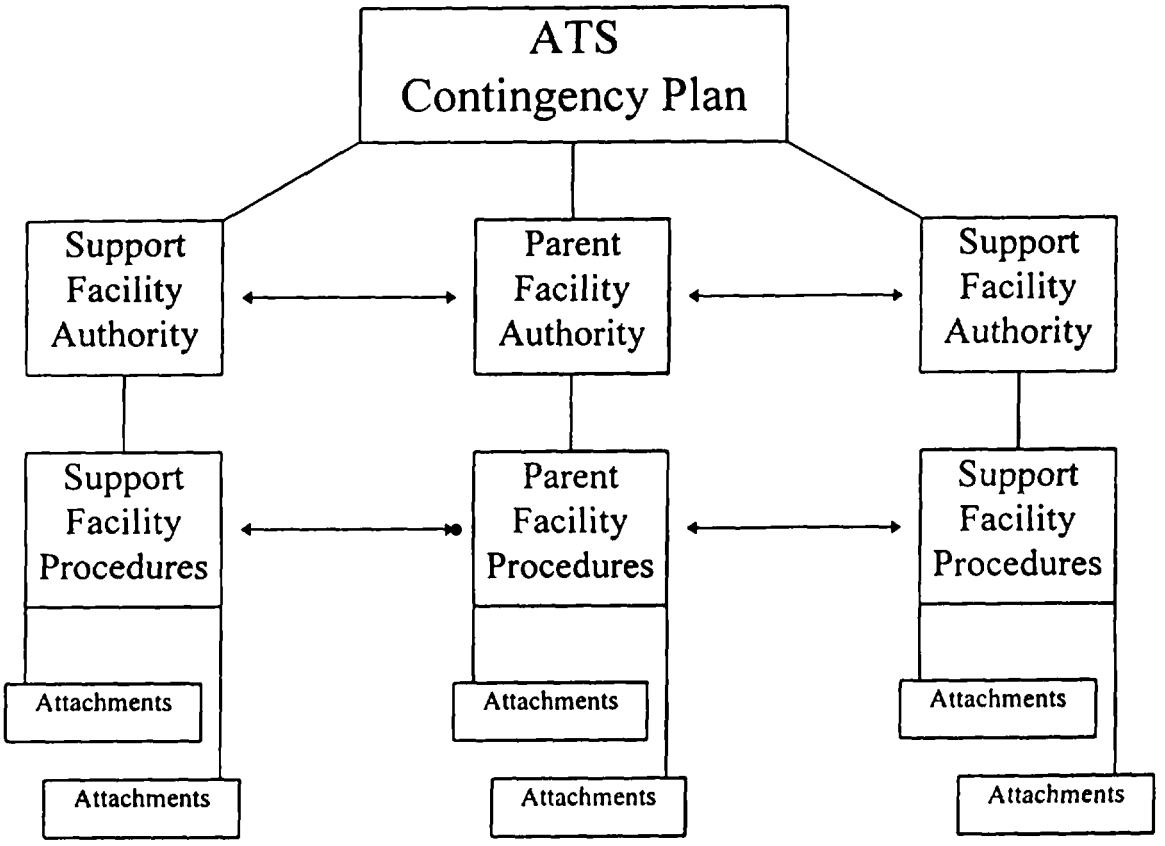
ACT is specifically designed to facilitate coordination and reduce redundancy and logistical burden associated with contingency plans. It relies heavily upon electronic data and communications hardware and software.

- Each FAA ATC facility is required to develop a contingency plan. The entire contingency plan, including Authorities, Procedures and Attachments will be maintained by facility administrative POC's. Procedures and Attachments necessary for the AT operational POC to activate and recover from activation of the contingency plan will be available in the operations area and will be easily transportable in the event evacuation is required.
- Letters of Agreement (LOA's) or Memoranda of Understanding (MOU's) may have been previously developed to address certain events. Procedures for many of these events will now be documented in the contingency plan, making some LOA's and MOU's obsolete. Reuse of procedures in LOA's and MOU's' may be appropriate. Routine events, such as preplanned delegation of airspace for mid-shift tower operations, will still be covered by LOA's.
- Each facility is called the ***Parent*** facility for its own plan. Each facility participating in the contingency plan of another facility is called a ***Support*** facility. A facility may be the parent of only *one* plan, but may be a support facility for *many* other plans.
- Each parent facility completes a ***Parent Facility Authority***. Templates for Parent Facility Authorities are contained in the ACT and provide fields for assignment of OPI and POC responsibilities within the parent facility. Templates are worded the same for each facility to provide standardization, but facility and signatory names are customized. This document is signed by the AF and AT managers responsible for the parent facility.
- Each parent facility completes a ***Support Facility Authority*** for each support facility in their contingency plan. Support Facility Authority is signed by AF and AT managers of both parent and support facilities. Copies are kept at both facilities. Document may be faxed between facilities.
- Signing Parent Facility Authority and Support Facility Authority documents is an administrative function that assigns an OPI and POC responsibilities and authorizes interfacility cooperation to proceed with contingency plan development.

Changes to a contingency plan *shall be coordinated* with all appropriate facilities but do not require signing of new Authority documents.

- ***Parent Facility Procedures*** and ***Support Facility Procedures*** contain detailed data and checklists of procedures needed to activate and support a facility's contingency plan. Procedures are customized for each parent and support facility. After coordinating with appropriate facilities, data will be entered into ACT templates that provide checklists for Facility Procedures.

- ***Attachments*** provide other information:



1. **Maps of Assets** are graphical depictions of physical assets, such as automated radar adaptation areas (Radar Sort Box adaptation), frequency service volumes, and other significant information. These provide data needed to plan procedures for divestment of airspace when compared to Maps of Assets for support facilities and serve as a tool for developing Airspace Divestment Charts. Each facility AT and AF administrative POC will maintain the currency of their Map of Assets and provide their regional POC with a copy upon request.
2. **Assets Data Tables** contain specific information concerning telephony, frequency, navigational facilities, and other similar types of physical assets.
3. **Airspace Divestment Charts** are graphical depictions of airspace delegation derived from parent and support facilities' Maps of Assets. Facility AT administrative POC will maintain the currency of the Airspace Divestment Chart and provide a copy to the operational POC, regional AT POC, ATCSCC, and support facility(s).

Complete directions for using the ACT are in the ACT User's Guide.

Automated Contingency Tool (ACT)

ACT is designed specifically to support this order. ACT provides for collecting, storing, updating, and electronically transferring the procedural and assets data. Data is used by a facility to plan actions necessary to coordinate and recover from events which cause or may cause activation of a plan.

Each facility AT administrative POC supplies facility data to the regional AT administrative POC via the regional bulletin board system (BBS), if feasible. Each facility is responsible to update and upload revised data to the regional BBS. Facility data from other facilities can be downloaded from the BBS and combined into any combination of databases. Regional AT administrative POC's will combine individual facility databases into a regional composite and upload it to the national BBS.

ACT produces finished contingency plan products, including Parent and Support Facility Authorities, Parent and Support Facility Procedures, Attachments, and various administrative and managerial reports.

ACT <u>does not</u> produce graphical Map of Assets or Airspace Divestment Chart.

ATC ALERT

ATC ALERT is a precautionary, proactive measure used to identify periods of increased operational risk that may affect a facility's ability to provide normal ATC services. ATC service capability derogation is possible, has occurred, or is occurring. ATC ALERT indicates potential of meeting a trigger threshold.

Each parent facility identifies situations such as CIP activity, loss of environmental equipment, and natural disasters that may necessitate declaring an ATC ALERT.

- *For example*, if AF advises that a total loss of power is imminent in 30 minutes, or an approaching hurricane necessitates evacuation in one hour, ATC ALERT status shall be declared. If this situation results in a trigger threshold being met, an OCL is declared.

Operational Capability Levels (OCL)

OCL is the reduced level of ATC service a facility can provide, requiring activation of a contingency plan.

OCL's are declared when ***Trigger thresholds*** are met. The six trigger categories are Power, Frequency, Telephony, Staffing, Automation, and Evacuation. These categories **cannot** be changed by facilities. Trigger threshold events (conditions) are established by the facility and <u>must be clearly defined</u>. They are intended to remove indecision from the operational POC.

There are only *TWO* authorized OCL's.

1. **<u>[Facility ID] ATC ZERO.</u>** This OCL shall be declared when a trigger threshold is met and a facility is unable to provide ATC service.
2. **<u>[Facility ID] VFR TOWER.</u>** This OCL shall be declared when a trigger threshold is met and a facility is unable to provide approach control service, but still able to continue VFR Tower operations. Many ATCT's are able to design ATC ZERO and VFR TOWER OCL's to work sequentially.

- *For example*, if ATL is forced to declare ATC ZERO, it will likely be temporary until personnel can establish a VFR Tower operation, then declare ATL VFR TOWER.

Contingency Plan Preparation Steps

1. **Consider your parent facility operations.** Answers to the following questions are input into your Parent Facility plan:
   - Which ATC ALERT's pertain to the facility and potentially impact operations?
   - Which OCL's require that you develop procedures?
   - What are the thresholds of the triggers? How do you define and state them clearly?
   - Which facilities will be affected by your OCL declaration? These will become your support facilities.
2. **Define triggers for appropriate OCL(s).** Trigger categories are specified in the ACT. Each parent facility shall provide the descriptive text that defines threshold conditions for its triggers. Trigger thresholds are shared with appropriate support facilities.

   Use a very specific, easily identifiable trigger threshold representing a very significant event.

   Definition should be written so that when this threshold is reached, operational POC shall declare the OCL without hesitation.
3. **Consider circumstances in which multiple and simultaneous facility outages may occur.** For example, natural disasters, utility outages, etc.
4. **ATC ALERT Procedures.** When a condition exists that could possibly impact ATC services, AT and AF ***shall coordinate*** activities and ensure procedures are in place to minimize the impact. For example, this could entail development of:
   - Checklists to prepare facility for a trigger.
   - Additional steps as a follow on to CIP transition plans.
   - Alternate sources for environmental equipment.
5. **Parent Facility Procedures.** Parent facility operational POC needs procedures to follow after declaring the OCL. These procedures will be listed on Parent Facility Procedures and are defined in the ACT User's Guide. Procedures shall be organized into six categories as follows:
   - Do This First:
   - Do This Next:
   - Do This If Evacuation Necessary:
   - Do This If Evacuation Not Necessary:
   - Do This to Resume Control of Airspace:
   - Information and/or Actions Common to All Facilities:

List the obvious because, in the pressure of an OCL declaration, people forget things. OCL's are declared for an inability to provide ATC services for whatever reasons. In defining OCL's the most important factors are what capabilities are not available and how the National Airspace System (NAS) is impacted.

6. **Common Information.** Determine common information and/or actions that all facilities will need to know about or do in response to your OCL declaration. Include these things in common information areas of your Parent and Support Facility Procedures. Develop information by asking the following questions:
   - Who gets which airspace if airspace divestment is necessary?
   - Which facilities receive hand offs?
   - Do they need to refer to any charts, such as an "Airspace Divestment Chart?"
   - Do they need to make any notifications?
   - Is "Go Team" deployment required? What are the "Go Team" responsibilities?

Contact your support facilities so they can plan their internal actions in response to your OCL declaration.

7. **Support Facility Procedures.** Plan what your facility will need to do as a support facility in response to the declaration of an OCL of another facility. Data shall be entered in your Support Facility Procedures to their parent facility plan. Consider impacts upon your facility.

   Make checklists of procedures your facility shall follow when another facility declares an OCL.

   These procedures are defined in the ACT User's Guide and shall be organized into three categories:
   - Do This First:
   - Do This Next:
   - Then Do This:

There are word processor tables available on regional BBS that contain cells in which all of this data can be entered. These tables can be used in organizing your data collection and formulating a draft contingency plan. These tables make no attempt to look like the final products but are labeled clearly. They provide space to input ALL data needed to enable the ACT to process your complete facility contingency plan, with the exception of graphical Maps of Assets and Airspace Divestment Charts. ACT does all formatting and stylizing of Authorities, Procedures, and Attachments.

Bulletin Board System (BBS)

- The ACT BBS is FAA communications software, associated computer, and modem hardware. Remote users access BBS computer using telephone lines and modems to upload and download files and other information.
- The BBS utilized within the ACT is a **closed system**, only useable by registered users. To gain initial access to the BBS, the user must call the System Operator (SYSOP) to obtain identification and password data. The SYSOP enters appropriate data into the BBS. The user is registered and granted access to the BBS at any time.
- Data is kept current and available to other users. ACT database files for each facility are uploaded (sent) to the Regional BBS via the modem and BBS software. These facility databases are available and can be downloaded by any registered user.
- The ACT database can "merge" data from various facilities if desired or they may be stored separately to allow maximum flexibility for individual facilities.
- There are other file areas on the BBS that contain administrative word processor files and other useful data pertaining to contingency plans.
- Other capabilities on the BBS include messaging, "chat" (real time typing of messages between users who are on-line concurrently), and "doors" that provide access to other software, if allowed.

Complete directions for using the ACT BBS are in the ACT User's Guide.

ACT Bulletin Board Systems

Identification	Location	Contingency Plans
National ACT BBS	ATCSCC	All FAA ATC Facilities
New England ACT BBS	ANE-500	All ANE ATC Facilities
Eastern ACT BBS	AEA-500	All AEA ATC Facilities
Southern ACT BBS	ASO-500	All ASO ATC Facilities
Great Lakes ACT BBS	AGL-500	All AGL ATC Facilities
Central ACT BBS	ACE-500	All ACE ATC Facilities
Southwest ACT BBS	ASW-500	All ASW ATC Facilities
Northwest Mountain ACT BBS	ANM-500	All ANM ATC Facilities
Western Pacific ACT BBS	AWP-500	All AWP ATC Facilities
Alaska ACT BBS	AAL-500	All AAL ATC Facilities

APPENDIX 3. AUTOMATED CONTINGENCY TOOL REPORTS AND FORMS

FIGURE 1. SAMPLE PARENT FACILITY AUTHORITY

AT Facility Name
Air Traffic Services (ATS) Contingency Plan
Parent Facility Authority

1. Purpose:

This document specifies the responsibilities of this facility, designated the Parent Facility, regarding the administration and implementation of its ATS Contingency Plan. Procedure documents contain detailed and specific duties in response to Operational Capability Level (OCL) declarations.

2. Distribution:

Enter distribution here.

3. Effective Date:

Enter date here.

4. Offices of Primary Interest (OPI's):

Enter OPI's here.

5. Operational Point of Contact (POC):

Enter OPS POC here.

6. Procedures:

a. The AT Manager shall ensure that operational personnel are trained on the concepts and procedures of the contingency plan before assuming a position with designated duties of Operational POC.

b. The AT and AF staff offices indicated above shall be the administrative Office of Primary Interest (OPI's) and provide the facility administrative Points of Contact (POC's) for this plan.

7. Amendments

This contingency plan shall be amended only after appropriate coordination with support facilities.

AT Manager Name
AT Manager Title
AT Facility Name

AF Manager Name
AF Manager Title
AT Facility Name

APPENDIX 3. AUTOMATED CONTINGENCY TOOL REPORTS AND FORMS

FIGURE 2. SAMPLE SUPPORT FACILITY AUTHORITY

Facility 1's AT Facility Name
Facility 2's AT Facility Name
Air Traffic Services (ATS) Contingency Plan
Support Facility Authority

1. Purpose:
This document specifies responsibilities for the facilities indicated above relating to the administration of the contingency plans of both facilities.

2. Distribution:
Enter data here.

3. Effective Date:
Enter data here.

4. General:
This document is common to the contingency plans of the signatory facilities.

5. Procedures:
It is the responsibility of each facility to coordinate the provisions of its contingency plan with the provisions of other authorities and/or agreements to which it is a signatory.

a. Each facility, when declaring an OCL as parent facility, agrees to perform the actions prescribed within the Parent Facility Procedures to the degree feasible.

b. Each facility, when receiving notification of an OCL declaration by the parent facility, agrees to perform the actions prescribed within its Support Facility Procedures to the degree feasible.

c. Both facilities shall cooperate in developing procedures and facilitating an earnest attempt to support and recover from an OCL declaration by either facility. The safety of personnel is paramount at all times.

6. Amendments:
To change the provisions of its contingency plan, the parent facility administrative Points of Contact (POC's) shall coordinate with the support facility administrative POC's and the regional POC's.

Facility 1's AT Manager's Name
Facility 1's Air Traffic Manager's Title
Facility 1's AT Facility Name

Facility 1's AF Manager's Name
Facility 1's Airway Facilities Manager's Title
Facility 1's AF Facility Name

Facility 2's AT Manager's Name
Facility 2's Air Traffic Manager's Title
Facility 2's AT Facility Name

Facility 2's AF Manager's Name
Facility 2's Airway Facilities Manager's Title
Facility 2's AF Facility Name

APPENDIX 3. AUTOMATED CONTINGENCY TOOL REPORTS AND FORMS

FIGURE 3. SAMPLE PARENT FACILITY ALERT PROCEDURES

Parent Facility Alert Procedures

ZTL ATC ALERT

1. Do This First:

Notify ATCSCC at the notification number listed in the Parent Facility OCL Procedures for ZTL ATC Zero. Say, "Atlanta Center is declaring ZTL ATC ALERT at _____ (UTC) until _____ (UTC). The reason is [state reason]."

Also advise whether the condition(s) which caused the ALERT status are expected to improve or deteriorate and when.

2. Do This Next:

Notify ASO ROC at the notification number listed in the Parent Facility OCL Procedures for ZTL ATC Zero and provide the same information. Advise whether the condition(s) which caused the ALERT status are expected to improve or deteriorate and when.

3. Then Do This:

1. Notify ASIC's and STMC that Atlanta Center is in ATCT ALERT status.
2. Find and review "ZTL ATC Zero" OCL Procedures in the Contingency Plan notebook.
3. If appropriate, distribute the area procedures sheets in the envelopes in the Contingency Plan notebook to the ASIC's and STMC.
4. Coordinate closely with AF personnel to determine the continuing status of the facility.

IF CONDITIONS DETERIORATE, CONSULT THE TRIGGERS IN OCL "ZTL ATC ZERO" AND BE PREPARED TO DECLARE THE OCL.

5. If conditions improve coordinate with the ATCSCC and the Regional ROC to return to normal status.
   a. Instruct ASIC's and STMC to notify adjacent facilities and adjacent facility sectors that "Atlanta Center is operations normal."
   b. Send "GI ALL" message: "ZTL is operations normal at _____ UTC. ZTL AMIC."
   c. Instruct STMC to coordinate with any facilities which had traffic restrictions imposed to resume normal traffic, if appropriate.

Page 1 of 1 Version: 1.0 Printed: 16-Oct-96

APPENDIX 3. AUTOMATED CONTINGENCY TOOL REPORTS AND FORMS

FIGURE 4. SAMPLE PARENT FACILITY OCL PROCEDURES

Parent Facility OCL Procedures

ZTL ATC Zero

Description: Loss of capability to provide ATC service

Freq Trigger: Loss of Air/Ground communications capability

Telephony Trigger: Loss of Ground/Ground communications capability

Evacuation Trigger: Bomb threat, explosion, terrorist threat, fire, or anything requiring evacuation of personnel

Staffing Trigger: Coordinate with the ATM; only the ATM can declare this trigger

Power Trigger: Loss of critical power

Automation Trigger: RDP and DARC data unavailable and NOM advises outage expected to last more than 5 min

Support Facilities: ATCSCC AGS ATL AGS AVL BHM CAE CHA CLT FSG FAY FLO GSO GSP HSV MCN MCNAFSS MGM OZR ROA TRI ZDC ZHU ZID ZTL ZMA

If One or More of the Above Triggers Occur, Do The Actions Indicated Below:

1. Do This First:

Notify ATCSCC (at the Notification Number below, ASO ROC if possible). Say, "Atlanta Center is implementing OCL: ZTL ATC Zero at _____ (UTC) due to the _____ trigger."

Notification Number: (703) 708-5144 **Regional ROC Telephone:** (404) 305-5180

2. Do This Next:

Find someone to help with the additional responsibilities below.

3. Do This If EVACUATION Necessary (if not, go to 4):

Attempt to accomplish or direct someone else to accomplish the following as soon as possible. Many activities can be done concurrently. Place a check mark across the number as each item is done.

1. Distribute "AREA SUPERVISOR'S EVACUATION CHECKLIST" to all ASIC's and STMC's.
2. Notify ASIC's and STMC that OCL "ZTL ATC Zero" is being implemented at _____ UTC and that ZTL airspace will be released at that time.
3. If practical, have controllers advise other facilities to stop traffic into ZTL.
4. Have control personnel broadcast the evacuation message (phraseology on each position) and remind them that ZTL airspace is controlled by other facilities.
5. Instruct ASICs to evacuate the facility at _____ UTC and have personnel assemble in the designated area.
6. Remind ASICs to take the sign-on logs and hand-held radios to the staging areas in order to account for all personnel.
7. Notify NOM of decision to implement OCL "ZTL ATC Zero" and to evacuate the facility at _____ UTC.
   a. Verify NOM will call Emergency Numbers for fire, police, medical, etc. as appropriate.
   b. Verify NOM will advise facility tenants (NADIN, FSDPS, Credit Union, Janitorial Staff, AOS, Contractors (in the Interim Support and ISSF buildings) of evacuation.
8. Broadcast over paging system (X2299) "ATTENTION ALL PERSONNEL, EVACUATE THE FACILITY AND ASSEMBLE AT YOUR DESIGNATED STAGING AREA IMMEDIATELY. THIS IS NOT A DRILL."
9. Notify guard house (X 7683) to limit access to the facility to ONLY the following personnel:
   a. Fire, rescue, and EMS personnel.
   b. Law enforcement personnel.

Page 1 of 3 **Procedures** **Version Num:** 2.1 **Printed:** 10/16/96 7:55:30 AM

APPENDIX 3. AUTOMATED CONTINGENCY TOOL REPORTS AND FORMS

FIGURE 4. SAMPLE PARENT FACILITY OCL PROCEDURES (Continued)

Parent Facility OCL Procedures | **ZTL ATC Zero**

c. Properly credentialled employees.
d. Designate a supervisor or staff officer to assist guard house personnel with identification and access determination.
10. Designate a person to establish communication with ASO ROC. It may be necessary to borrow a personally owned cellular phone if the facility does not have one available.

4. Do This If Evacuation NOT Necessary:

Attempt to accomplish or direct someone else to accomplish the following as soon as possible. Many activities can be done concurrently.

1. AIRSPACE:
   a. Coordinate with ASIC's for release of airspace at _____ (UTC).
   b. Notify STMC's of pending OCL implementation and airspace transfer.
   c. If capability exists, have controllers advise all other facilities to stop traffic into ZTL.
   d. Open the various attachment charts for use in recovery phase.
2. PERSONNEL:
   a. Determine if there is any threat or danger to personnel.
   b. Determine whether an evacuation should be implemented. (Refer to ZTL Order 1600.1, Emergency Operations Plan.)
3. ASIC's:
   a. Notify ASIC's and STMC's when OCL "ZTL ATC Zero" is actually implemented.
   b. Ask them to remind the controllers that this means ZTL airspace is controlled by other facilities.
   c. Ask them to begin to gather data about available assets.
4. NOTIFICATIONS:
   a. Notify AF that OCL "ZTL ATC Zero" has been/will be implemented at _____ (UTC).
   b. As AF to gather data about available assets.
5. SECURITY:
   a. Should the guard house be called?
   b. Should access to the facility be restricted/stopped?
   c. Should police, and/or fire, and/or medical assistance be called?
6. MANAGEMENT:
   a. Notify the AT Manager
   b. Notify the ZTL Administrative POC

5. Do This To Resume Control of Own Airspace:

1. If equipment problems caused the implementation:
   a. Verify that AF has certified the equipment.
   b. Verify that the certified equipment is acceptable for ATC service.
2. Coordinate with parent facility supervisor(s), controllers, STMC's, and AF personnel, as appropriate, and all support facilities, and plan an appropriate procedure to resume control of parent facility airspace. As a minimum consider:
   a. Traffic conditions.
   b. Staffing.
   c. Airspace configurations.
   d. Equipment limitations.
   e. ARTS/HOST considerations.
   f. A planned time to resume control of parent facility airspace.
3. Advise all support facilities your facility will resume control of parent facility airspace at _____ (UTC). NOTE:

APPENDIX 3. AUTOMATED CONTINGENCY TOOL REPORTS AND FORMS

FIGURE 4. SAMPLE PARENT FACILITY OCL PROCEDURES (Continued)

Parent Facility OCL Procedures

ZTL ATC Zero

This includes facility management, the ARTCC overlying your airspace, the Regional Operations Center (ROC), and the ATCSCC, as appropriate.

4. Coordinate internally to ensure that:
   a. Control positions are properly configured and ready to assume control of airspace.
   b. Automation interfaces are properly established.
5. Assume your parent facility airspace.
6. After assumption of parent facility airspace, evaluate the operation and determine a "Return to Normal Operation" time.

Information and/or Actions Common To All Facilities:

These are of common interest to all facilities associated with the implementation of this OCL.

1. Participating Approach Controls assume the additional airspace extending above their own boundary at their normal top altitude up to and including FL230 as depicted on the ZTL Traffic Flow and Airspace Divestment Chart.
2. Participating ARTCC's assume the additional airspace from FL240 upward over Approach Controls as depicted on the *ZTL Traffic Flow and Airspace Divestment Chart.*
3. Participating ARTCC's assume the additional airspace from the surface upward between participating Approach Controls as depicted on the ZTL Traffic Flow and Airspace Divestment Chart.

   EXCEPTIONS:

   a. ATL ATCT will assume the airspace from the surface up to and including FL230 between normal ATL ATCT airspace and CHA ATCT airspace, as depicted on the ZTL Traffic Flow and Airspace Divestment Chart.

   b. ZJX will assume the airspace above CAE ATCT within that within the ZTL geographical boundary from 11,000 up to and including FL230.
4. The airspace assumed by ARTCC's from the surface upward between approach controls is to be considered a "no fly zone" unless authorized by the ARTCC with control jurisdiction of that airspace.
5. Due to uncertainties regarding automation capabilities, all facilities shall make manual handoffs until automation capabilities are determined and automated handoffs are coordinated between facilities.

APPENDIX 3. AUTOMATED CONTINGENCY TOOL REPORTS AND FORMS

FIGURE 5. SAMPLE SUPPORT FACILITY OCL PROCEDURES

Support Facility OCL Procedures

ATL
In Support Of

ZTL ATC Zero

When notified of the implementation of this OCL...

1. Do This First:

Notify controllers the OCL has been/will be implemented at _____ UTC because of the _____ trigger.

2. Do This Next:

Find someone to help you accomplish the actions listed below:

3. Then Do This:

Attempt to accomplish or direct someone else to accomplish the following as soon as possible. Many activities can be done concurrently:

1. Advise controllers, when the OCL is actually implemented, to assume control jurisdiction of the airspace overlying your facility's normal airspace up to and including FL230 and the additional airspace between ATL ATCT and CHA ATCT from the surface up to and including FL230 (as depicted in ZTL Traffic Flow and Airspace Divestment Chart).
2. Refer to frequency tables for Atlanta ARTCC (ZTL) and have controllers attempt to contact, identify, and determine flight data on aircraft on the ZTL NORTH DEPARTURE, LOCKN, EAST DEPARTURE, SOUTH DEPARTURE, AND WEST DEPARTURE Sector frequencies.
3. Ground stop or hold all aircraft which would normally enter ZTL airspace until coordination with appropriate facilities is accomplished.
4. Coordinate with each facility with adjacent airspace to be sure they are implementing the OCL.
5. Departure Clearances:
   a. Formulate departure clearances based upon filed flight plans. Obtain flight plans from MCN AFSS or directly from the user.
   b. Route aircraft via one of three routings described in paragraph 6 (Departures from ATL terminal airports) then as filed.
   c. Forward flight plan information to the adjacent facility at least 15 minutes prior to the proposed departure time.
6. Arrival to ATL Terminal Area:
   a. From MCN airspace to:
      1) ATL Airport:
         a) Routing: SINCA Arrival
         b) Altitude:
            (1) ATL landing East: cross CANOK at 12,000, 250 knots turbojets/8,000 props.
            (2) ATL landing West: cross HUSKY at 14,000 turbojets/11,000 props.
         c) TCP: CANUK
      2) ATL Terminal Satellite Airports:
         a) Routing: TRBOW Arrival
         b) Altitude: cross TRBOW at 11,000
         c) TCP: TRBOW
   b. From CSG airspace to:
      1) ATL Airport:
         a) Routing: LA GRANGE Arrival
         b) Altitude:
            (1) ATL landing East: crossHONIE at 12,000, 250 knots turbojets/8,000 props.
            (2) ATL landing West: cross TIROE at 14,000 turbojets/11,000 props.
         c) TCP: HONIE

APPENDIX 3. AUTOMATED CONTINGENCY TOOL REPORTS AND FORMS

FIGURE 5. SAMPLE SUPPORT FACILITY OCL PROCEDURES (Continued)

Support Facility OCL Procedures — **ATL** In Support Of — **ZTL ATC Zero**

2) ATL Terminal Satellite Airports:
a) Routing: MIKEE Arrival
b) Altitude: Cross ARNCO at 11,000
c) TCP: ARNCO

c. From CHA airspace to:
1) ATL Airport:
a) Routing: DUMBB.V333.RMG.RMG Arrival
b) Altitude: Clearance to cross RMG at 15,000 turbojets/12,000 props
c) TCP: DUMBB
2) ATL Terminal Satellite Airports:
a) Routing: *DUMBB..BUNNI.BUNNI* Arrival
b) Altitude: Cross DUMBB at 11,000
c) TCP: DUMBB

d. Minimum intrail spacing: 10 miles

7. Departures from ATL Terminal Airports:
a. CLT, SPA, ELW, SUG, GRD, IRQ, SAV, MCN, AMG, and [illegible] fixes:
1) Routing: ATL..ATL161.ATL161100.direct (next filed fix) then as filed.
2) Handoff to MCN ATCT
3) TCP: Initial contact
b. TLH, PZD, CSG, MGM, MEI, JAN, TDC, and VUZ fixes:
1) Routing: ATL..ATL179.ATL179100.direct (next filed fix) then as filed.
2) Handoff to CSG
3) TCP: Initial contact
c. MEM, GAD, BNA,GQO, ITU, HCH, FLM,HRS, VXV, and OOK fixes:
1) Routing: ATL..V97.NELLO.V311.MAD.direct (next filed fix) then as filed.
2) Handoff to CHA prior to Nello
3) TCP: NELLO Intersection
d. Altitude:
1) Props: 11,000
2) Turbojets: FL230
e. Speed: 250 knots
f. Minimum intrail spacing: 10 miles

Information and/or Actions Common to All Facilities:

These are of common interest to all facilities associated with the implementation of this OCL:
1. Participating Approach Controls assume the additional airspace extending above their own boundary at their normal top altitude up to and including FL230 as depicted on the ZTL Traffic Flow and Airspace Divestment Chart.
2. Participating ARTCC's assume the additional airspace from FL240 upward over Approach Controls as depicted on the ZTL Traffic Flow and Airspace Divestment Chart.
3. Participating ARTCC's assume the additional airspace from the surface upward between participating Approach Controls as depicted on the ZTL Traffic Flow and Airspace Divestment Chart.
EXCEPTIONS:
a. ATL ATCT will assume the airspace from the surface up to and including FL230 between normal ATL ATCT airspace and CHA ATCT airspace, as depicted on the *ZTL Traffic Flow and Airspace Divestment Chart.*
b. ZJX will assume the airspace above CAE ATCT which lies within the ZTL geographical boundary from 11,000 up to and including FL230.
4. The airspace assumed by ARTCC's from the surface upward between approach controls is to be considered a "no fly

APPENDIX 3. AUTOMATED CONTINGENCY TOOL REPORTS AND FORMS

FIGURE 5. SAMPLE SUPPORT FACILITY OCL PROCEDURES (Continued)

Support Facility OCL Procedures · **ATL** In Support Of **ZTL ATC Zero**

zone" unless authorized by the ARTCC with control jurisdiction of that airspace.
5. Due to uncertainties regarding automation capabilities, all facilities make manual handoffs until automation capabilities are determined and automated handoffs are coordinated between facilities.

OCL Description: Loss of capability to provide ATC service

Freq Trigger: Loss of Air/Ground communications capability

Telephony Trigger: Loss of Ground/Ground communications capability

Evacuation Trigger: Bomb threat, explosion, terrorist threat, fire, or anything requiring evacuation of personnel

Staffing Trigger: Coordinate with the ATM; only the ATM can declare this trigger

Power Trigger: Loss of critical power

Automation Trigger: RDP and DARC data unavailable and NOM advises outage expected to last more than 5 min

Support Facilities: ATCSCC AGS ATL AGS AVL BHM CAE CHA CLT CSG FAY FLO GSO GSP HSV MCN MCNAFSS MGM OZR ROA TM ZDC ZHU ZID ZJX ZME

APPENDIX 3. AUTOMATED CONTINGENCY TOOL REPORTS AND FORMS

FIGURE 6. SAMPLE LESSONS LEARNED REPORT

Administrative Test/Lessons Learned Report

Parent: ZTL **Hub:** ZTL **Reg:** ASO **Test Date:** 7/11/96

Test Participants: ZTL ATL ATCSCC **Next Test Due By:**

Test Notes:

Table Top exercise from ATCSCC to test Olympics readiness.

Lessons Learned:

1. The contingency plan can be designed very well but if the person in each facility receiving the call does not have access to the contingency plan data it will not be implemented correctly.

2. When notification calls are made, precise wording, actually quoting a preset phraseology, should be used to clearly communicate that a specific OCL is being implemented. This phraseology should be identified in the appropriate section of the contingency plan attachment and/or separately posted at watch desks.

3. When pages are made to controllers on PA systems advising of contingency plan information and/or actions, the specific wording should be contained in the attachment to help the person exercising the plan say the appropriate words.

Date Lessons Learned Implemented:

Results Distributed Via: cc:Mail to ASO-530

Parent: FAY **Hub:** **Reg:** ASO **Test Date:** 8/29/96

Test Participants: Parent only **Next Test Due By:**

Test Notes:

Test only

Lessons Learned:

Date Lessons Learned Implemented:

Results Distributed Via:

Printed: *16-Oct-96* *1*

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